



Deputy Police Chief

Department: Police

Class Code: 2138

EEO Code: 21

FLSA: E

Effective: 01/03/1992

GENERAL STATEMENT OF DUTIES:

Under administrative direction; performs work of unusual difficulty in assisting the Chief of Police in the management and administration of the Police Department and in acting as Chief in the absence of that official; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Plans, organizes and directs the programs and operations of the Uniform Operations Bureau, Investigations Division, and Anti-Crime Task Force; receives and reviews recommendations; reviews changes in policy or law related to police activities to determine required revisions in operating procedures, and implements revisions; provides guidance and counsel to unit and division commands in the implementation and evaluation of new programs; reviews applications, results of testing, oral interviews and background information to determine suitability of candidates for patrol officer; supervises the general training and development of personnel; recommends promotion and assignment of personnel; inspects police personnel and equipment; evaluates work performance and reviews evaluations of personnel for infraction of policy or procedures; participates in the internal affairs activities of the department; receives complaints from citizens regarding police service and actions; investigates complaints personally or ensures that they are properly assigned and investigated; ensures that appropriate action is taken and that the public interest and the interests of individual parties are maintained; serves on various committees; coordinates major crime investigations; analyses data from reports to identify patterns and trends of crime; participates in preparation of five year plan; directs activities of personnel in preparing budget; may act as the Chief of Police in the absence of that official; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Comprehensive knowledge of the principles, practices, and methods of modern police management and administration; comprehensive knowledge of applicable federal, state, and local laws and ordinances; comprehensive knowledge of the standards by which the quality of police service is evaluated; considerable knowledge of other governmental jurisdictions and authorities as they relate to police work; considerable knowledge of budgeting practices and principles; considerable knowledge of effective supervisory principles and techniques.

Comprehensive skill in planning and evaluating major police programs and services; comprehensive skill in providing the necessary communication and coordination among police divisions and units; comprehensive skill in participating in the internal affairs responsibilities of the department; comprehensive skill in developing and maintaining effective working relations with other police and

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a baccalaureate level major in police science and ten years experience in law enforcement including six years experience in varied law enforcement supervisory and management assignments, or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
